

Phase I - Video Testing

Applicants are required to complete the on-line application at www.ease.mo.gov, and meet the minimum requirements of the CO I position <http://www.oa.mo.gov/pers/ClassSpecs/5001.htm>

Applicants may take the CO I video test at different locations within the state. Applicants can to contact the following recruitment staff for information on testing:

Central Region	573-526-6477
Eastern Region	573-218-5006 ext. 251
Western Region	816-889-7634

The video test may also be taken at the local Workforce Development Centers www.ded.mo.gov

Veteran Preference Points are awarded to any armed forces veteran, receiving discharge of Honorable or General Under Honorable Conditions. To be eligible for military points, and in order to be considered for employment, an applicant must produce the long versions of all Military Discharges. The long version shall indicate the years of service, character of service, and type of discharge. Veteran Preference Points are awarded by the Office of Administration when your application is submitted. Only residents of Missouri are eligible for veteran's preference as provided in the Missouri Constitution (Article IV, Section 19)

The Missouri Department of Corrections supports the Veterans OJT.

Males between 18 – 25 years of age must be registered with the Selective Service.

Phase II - Pre-Employment Processing

Applicant's with a Video Exam score of, 70% or above, will receive a letter from the Department of Corrections to complete the Pre-employment Screening in one of the three regions within Missouri.

We ask that you adhere to the following guidelines during the Pre-employment Process:

1. Dress appropriately for an interview.
2. Be prepared to spend at least three (3) hours at the Pre-employment Process.
3. No visitors/family member will be allowed to accompany you during the Pre-employment process.
4. Smoking is not permitted.
5. Must provide **photo identification** in order to participate in the Pre-employment Process.

Essential Functions Evaluation

During the pre-employment screening you will be required to an Essential Functions Evaluation. The Essential Functions Evaluation is used to evaluate your ability to perform the essential functions of a Corrections Officer I. You must successfully complete the following evaluation, from start to finish, within 2 minutes and 16.00 seconds. The evaluation consists of the following:

- Climbing and descending a two-step incline.
- Bending to retrieve an object under the 17" high platform and placing the object on top of the platform.
- Running a distance totaling 300 yards.
- Dragging a 150-pound object a total of 18 feet.

During the Essential Functions Evaluation you will be bending, reaching, running, pulling, etc.

- It is suggest you bring running shoes and any exercise clothing you feel necessary.
- Hard and leather sole shoes will not be allowed during the Essential Functions Evaluation.
- You will have time to change clothing before participating in the Essential Functions Evaluation.

A 'Consent to Participate' and 'Waiver of Liability' form indicating your desire and ability to participate will be signed prior to the beginning of the evaluation.

Background Investigations

A background investigation is conducted on all applicants considered for Corrections Officer I position.

Selecting Applicants for Hire

Applicants are selected for hire from their county eligibility list(s) based on the highest Video Exam score. New hires must be in compliance with 105.262 RSMo; in order to qualify for employment. A condition of continued employment with the state of Missouri is that employees file all state income tax returns and pay all state income taxes owed yearly. Employees must comply with Departmental Procedure D2-7.8 Tuberculosis Testing for Staff, including tuberculin skin testing.

Drug Screening

Corrections Officer I employees are required to submit to a random drug test.